STATE OF IOWA FACILITIES IMPROVEMENT CORPORATION

REQUEST FOR PROPOSALS

STATE OF IOWA FACILITIES IMPROVEMENT CORPORATION

A. OBJECTIVE

The State of Iowa Facilities Improvement Corporation (SIFIC) seeks an engineering firm or firms to conduct a Technical Engineering Analysis (TEA) ("Phase 1"); to prepare all design, specification, and construction/bid documents ("Phase 2"); and to provide construction management services ("Phase 3"), for the Iowa Veterans' Home (IVH) in Marshalltown, Iowa (the "Project"). Although SIFIC's preference is to award all three Phases to a single entity – an engineering firm in a single proposal or an engineering firm and construction management firm in a joint proposal – continuance of the contract from one Phase to another Phase will be contingent on performance during the previous Phase. SIFIC reserves the right to award a contract to more than one firm. Commissioning services will be provided by an independent, third-party commissioning agent.

B. BACKGROUND

SIFIC was incorporated August 1, 1986, under the provision of Chapter 504A of the Iowa Code, as an Iowa non-profit corporation; SIFIC contracts with the Iowa Department of Natural Resources to provide for its staffing needs. The purpose of SIFIC is to facilitate the use of lease purchase financing for energy management improvements in state agency facilities.

To accomplish this purpose, energy conservation revenue bonds in the amount of $12,245,000 were sold on September 18, 1986. The proceeds from the sale were used to acquire energy improvements for buildings under the management of the Departments of General Services, Human Services, Corrections, Public Safety, Transportation, the Commission of Veterans' Affairs, and the Department for the Blind.

SIFIC no longer issues bonds for the installation of energy improvements, but rather, SIFIC uses private-sector lending institutions to facilitate lease purchase financing for the installation of all cost effective improvements. SIFIC has also expanded the program to include all state agencies, and as of Fiscal Year 2004, SIFIC has facilitated the installation of over $51 million in energy improvements that are saving over $10.5 million annually.

Cash-flow neutrality is the key to the program's success. Lease-purchase payments are designed to be sufficient to retire principal and interest on the lease; both principal and interest are structured to be payable through the energy savings from installed improvements. The lessees, Iowa's state agencies in this case, have no negative budget impact relating to the financing. When energy dollar savings are actually greater than the lease payments, the budget impact will be positive for the state agencies even before the lease is retired.

This Request for Proposal (RFP) sets forth the scope of services expected of engineering firm(s) for the Project, and includes information regarding the format and due date of the Proposal, as well as the terms and conditions related to the selection of engineering firm(s). SIFIC seeks responses from qualified firms to this RFP to provide engineering services for the Project.

C. PURPOSE

Rising energy and operating costs, technological advances in building energy systems, as well as environmental concerns, contribute to the need for taxpayer-supported facilities to periodically re-appraise their operations for energy efficiency. SIFIC is committed to implementing all cost-effective Energy Management Improvements (EMIs) in state facilities. A list of potential EMIs and IVH's facilities are included in **Appendix A**.

C.1. PHASE 1 – TECHNICAL ENGINEERING ANALYSIS (TEA):

The purpose of Phase 1 of the Project is to provide a Technical Engineering Analysis (TEA) for IVH's facilities. The TEA will include recommendations and evaluations of EMIs for alternative equipment, systems, and technologies including, but not limited to: building envelop improvement projects; HVAC upgrades; distributed building metering systems in conjunction with demand limiting; lighting systems; energy management system upgrades; renewable energy projects, including wind, biomass, and solar; and water use and waste stream reduction projects. Specifically, the TEA will provide SIFIC, IVH facility management, and other interested parties with a comprehensive document that gives:

1. An assessment of the energy efficiency of the IVH facility;

2. An assessment of the physical condition of the IVH facility's energy using equipment;

3. The impact of planned capital improvements on IVH's facility energy efficiency and energy costs;

4. A plan for systematic upgrade/replacement/transition of energy using equipment and systems; and,

5. A strategic plan for implementation.

C.2. PHASE 2 – Design, Specification, and Construction/Bid Documents:

The purpose of Phase 2 of the Project is:

1. To prepare all design, specification, and construction documents;

2. Provide assistance during the bid-letting process; and,

3. Provide assistance in evaluating all bids received.

C.3. PHASE 3 – Construction Management:

The purpose of Phase 3 of the Project is:

1. To ensure quality construction and/or installation of approved EMIs so that projected energy and dollar savings are achieved or exceeded;

2. To verify the integrity of all contractor Applications for Payment;

3. To develop operational and maintenance procedures for peak efficiency of energy management equipment, and to provide/oversee training for equipment operators; and,

4. To verify that the design intention is implemented correctly.

D. ELIGIBILITY

Any engineering or architectural firm currently listed by the Iowa Department of Natural Resources as qualified to complete an energy analysis for Iowa's Building Energy Management Programs may submit a proposal. Firms not currently on the qualified list may contact Lee Vannoy at (515) 281-6559 to obtain information on becoming qualified.

E. SIFIC PARTICIPATION

SIFIC will select the contractor, negotiate a contract, review the quantity and quality of work performed, and issue monthly payments upon completion of the work specified in the contract. In accepting a SIFIC contract, the applicant must agree to attend a contract consultation meeting, provide weekly/monthly progress reports as necessary, and a final report. The final report must include a detailed accounting of all expenditures and all accomplishments of the Project.

SIFIC may terminate the contract for cause.

F. DEADLINES

One original and four copies of each Proposal must be received at the SIFIC office no later than 4 P.M. on Thursday, June 29, 2006; Proposals received after this date and time will be returned to the firm unopened. Please direct all proposals and inquiries to the SIFIC contact:

Linda King
Program Planner
c/o Iowa Department of Natural Resources
Energy and Waste Management Bureau
Wallace State Office Building
502 East Ninth Street
Des Moines, Iowa 50319-0034
(515) 281-4876
Linda.King@dnr.state.ia.us

G. SCOPE OF WORK

G.1. Phase 1 – Technical Engineering Analysis (TEA)

This RFP seeks proposals from qualified firms to complete a TEA. The TEA will follow the format in the *2006 Iowa Technical Engineering Analysis Guidelines*. Prospective firms desiring to review the *2006 Iowa Technical Engineering Analysis Guidelines* prior to responding to this RFP should request a copy from the above identified SIFIC contact.

The TEA will include recommendations and evaluations of EMIs for alternative equipment, systems, and technologies including, but not limited to: building envelop improvement projects; HVAC upgrades; distributed building metering systems in conjunction with demand limiting; lighting systems; energy management system upgrades; renewable energy projects, including wind, biomass, and solar; and water use and waste stream reduction projects. Refer to **APPENDIX A** for more specific information regarding possible EMIs to be studied.

Specifically, the scope of work for Phase 1 of the Project includes, but is not limited to, the following:

1. Conduct a survey of all energy-consuming building systems;

2. Determine present building operation and energy end uses, and survey projected operational changes;

3. Provide actual system air, water, power, and other field measurements, as required, to determine energy usage. Based on the provided historical data and the field measurements, develop computer model estimates of present energy end usage by system. The computer model estimates will match historical average energy usage within plus or minus ten percent (±10%);

4. Determine the capability of the present systems to serve the current and projected requirements for heating, ventilation, and air-conditioning (HVAC);

5. Develop a comprehensive list of EMIs which can reduce the loads on the HVAC systems. Interactions among EMIs will be investigated and factored into all energy saving calculations;

6. Develop a comprehensive HVAC system upgrade plan to meet the current and future load requirements;

7. Assess the needs for a comprehensive analysis of the facility's water usage and waste water treatment systems (if applicable) to reduce water waste, to improve the treatment process, and to reduce the amount of energy consumed in the process. If needed, performing the analysis;

8. Select EMIs for in-depth analysis in collaboration with SIFIC staff. For those selected EMIs, develop the scope of work, estimate energy savings, estimate acquisition and installation

costs, and conduct life cycle cost analyses as required by the *2006 Iowa Technical Engineering Analysis Guidelines*;

9. Conduct two (2) review meetings at the IVH facility to discuss progress of the TEA, one at thirty-five percent (35%) and one at seventy-five percent (75%) complete;

10. Submit one (1) copy of the TEA for review and approval by SIFIC engineering staff;

11. Respond to comments from the SIFIC engineering staff and revise the TEA as required;

12. Submit four (4) copies of the revised/approved TEA – one (1) to SIFIC and three (3) to IVH;

13. Present the final, approved TEA to SIFIC and IVH staff at the IVH facility to discuss and choose EMIs for implementation; and,

14. Submit a revised Energy Management Plan based on the TEA presentation meeting discussions.

G.2. Phase 2 – Design, Specification, and Construction/Bid Documents

This RFP also seeks proposals from qualified firms to prepare all documents necessary for the letting of bids for the acquisition and installation of all EMIs chosen for implementation. Specifically, the scope of work for Phase 2 of the Project includes, but is not limited to, the following:

1. Prepare all design drawings, specification documents, and construction documents suitable for bid letting – actual letting of bids will be done by a third party;

2. Conduct pre-bid conferences, respond to perspective bidders' questions, and prepare addenda as required; and,

3. Tabulate and evaluate all bids received as to the lowest compliant bid, and make recommendations to SIFIC and IVH staff regarding same.

G.3. Phase 3 – Construction Management

Lastly, this RFP seeks proposals from qualified firms to provide construction management. Specifically, the scope of work for Phase 3 of the Project includes, but is not limited to, the following:

1. Develop, with consultation with the installing contractor(s), a timetable for construction;

2. Conduct monthly progress meetings to keep the contractor(s), subcontractor(s), and construction on schedule;

3. Perform walk through inspections to ensure that installation of EMIs is in accordance with design intent, identify potential problems, recommend solutions, and take corrective action as directed by the owner in a timely manner;

4. Recommend payment for satisfactorily completed work, and certify completion of the Project;

5. Develop, with consultation with the installing contractor(s) and commissioning agent, operational and maintenance procedures for the installed EMIs; and,

6. Provide and/or oversee, with consultation with the installing contractor(s) and commissioning agent, training for equipment operators.

H. SELECTION PROCESS

SIFIC will establish a committee that will review the proposals submitted in response to this RFP. The committee will review all proposals, and recommend a firm(s) to provide the engineering services as described herein, in light of the major evaluation criteria set forth in Section I. Cost will not be the sole determining factor.

SIFIC reserves the right to request additional information from any qualified firm to assist in understanding or clarifying the terms of any proposal; these requests may or may not include the interviewing of qualified firms submitting a proposal. Such additional information may be considered by SIFIC in the evaluation of a proposal so long as the information does not materially alter the content of the qualified firm's proposal. A qualified firm will not be permitted to modify or amend its proposal if contacted by SIFIC for this reason.

A final agreement will be negotiated based on the scope of work and the list of required engineering services detailed in this RFP. SIFIC reserves the right to select one or more firms to provide all or part of the engineering services.

All proposals shall be firm for a period of thirty (30) days to allow the selection committee to fully evaluate all proposals and make awards deemed in the best interest of SIFIC and the IVH.

By submitting a proposal, the qualified firm(s) agrees to the terms and conditions contained within this RFP.

Issuance of the RFP in no way constitutes a commitment by SIFIC to award a contract. This RFP is designed to provide qualified firms with the information necessary for the preparation of competitive proposals. This RFP process is for SIFIC's benefit and is intended to provide SIFIC with competitive information to assist in the selection of goods and services. It is not intended to be comprehensive and each qualified firm is responsible for determining all factors necessary for submission of a comprehensive proposal.

SIFIC shall make no payments to cover any costs incurred by any qualified firm(s) in the preparation or submission of this RFP, nor for any other related costs.

SIFIC reserves the right to make no award; if in its judgment, the proposals fail to meet the minimum expectations.

Requests for Proposals, contracts, grants, purchases, and all other financial arrangements are administered by SIFIC equally to all parties without regard to race, color, creed, sex, national origin, disability, age, or place of residence.

I. RANKING CRITERIA

Proposals will be ranked by the Selection Committee according to the following criteria:

CRITERIA	MAXIMUM POINTS
• Relevant experience/expertise of the firm and primary individual(s) involved in this Project, including Technical and Management Approach and References.	40
• Timelines: ➢ Demonstrated ability of firm(s) to complete all work within the time allotted in the timeline section – 50% of available points; ➢ Demonstrated ability of firm(s) to complete Phase 1 of the Project in less than the allotted time in the timelines section; ➢ Demonstrated ability of firm(s) to be "on site" within twenty-four (24) hours of notification of an "emergency."	30
• Fees: ➢ The firm's fee proposal will be evaluated and scored in relation to other fee proposals received. The winning proposal may not be the proposal with the lowest cost.	30
TOTAL	**100**

J. FORMAT OF SUBMISSION

J.1. Introduction (1 page maximum)

Include a brief narrative introducing you and/or your organization (including name, address, telephone number, and key contact person for questions regarding the proposal), and your reason for submitting a proposal.

J.2. Experience

Describe your and/or your organization's experience in performing the tasks listed in the scope of work section of this RFP. Specifically, include the number of TEAS completed on different sized facilities, the number of previous design, specification, and construction/bid document preparation jobs, and previous construction management jobs completed. Include description of any projects in which unique circumstances (i.e. problems) were encountered and solutions to same.

Additionally, describe the experience of you and/or your organization in obtaining environmental permits in Iowa.

J.3. Technical and Management Approach

At a minimum, identify how you will perform the work as outlined in the scope of work section of this RFP. Specify how the work will be organized, managed, and performed.

J.4. References

Please provide three references including: name of contact person, title, name of firm or project, address, and telephone number. These references should be able to comment on you/your organization's ability to complete a project of this type and magnitude.

J.5. Ability to Perform

Statement of ability to complete the Project regarding sufficient staffing and schedule availability; at a minimum, the firm(s) must be able to complete the Project in the allotted time in the timelines section of this RFP. Firm(s) demonstrating ability to complete Phase 1 in less time than the allotted timeline allows will be awarded a higher percentage of the total points available in the "Timeline" section of the Section I. Consideration will also be given to the ability of the qualified firm to respond to on-site emergencies and to travel costs.

J.6. Certification and Compliance Form

The Proposal must include a signed Proposal Certification and Compliance Form found in Section N.

K. CONFIDENTIALITY

The proposals will remain confidential until the Selection Committee has reviewed all of the proposals submitted in response to this RFP, and a notice of intent to award a contract is announced. See, Iowa Code Section 72.3. The proposals will be available for inspection at the SIFIC office in the Wallace State Office Building, 502 East Ninth Street, Des Moines, IA, after the notice of intent to award a contract is announced. See Iowa Code Chapter 22.

Any request for confidential treatment of information must be included with the proposal and must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential, and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address, and telephone number of the person authorized by the qualified firm to respond to any inquiries by SIFIC concerning the confidential status of the materials.

L. TIMELINES

L.1. RFP

The timetable for the RFP is as follows:

Date Due	Milestone
June 8, 2006	RFP Issued
June 29, 2006	Introduction, Proposals, and Certification due to SIFIC
July 27, 2006	SIFIC's target date to award contract, if awarded

L.2. Project

The timetable for the Project is as follows, with the "Day" referring to elapsed working days:

Date Due	Milestone
Day 1 (July 27, 2006)	Contractor begins work on the TEA. All utility bills, construction drawings, and other data have been previously collected by the Corporation and the Contractor.
Day 30	**Review Meeting Number 1** – Contractor submits Base Model Analysis and suggested list of EMIs for review by the Corporation and the Owner.
Day 60	**Review Meeting Number 2 –** Contractor reviews progress on the TEA and EMIs are selected for further analysis.
Day 85	Contractor submits 100% of the TEA for review by the Corporation and the Owner.
Day 100	Review comments received by the Contractor.
Day 115	**Final Presentation Meeting** – Contractor presents final revised TEA report and proposed energy management plan to SIFIC and IVH staff. Contractor, SIFIC, and IVH staff discuss and agree on list of EMIs to be implemented.
Day 120	Contractor submits final energy management plan.
Day 125	Contractor begins work on design of EMIs.
Day 140	Contractor submits conceptual design submittals (30%).
Day 155	Contractor receives Owner and Corporation review comments.
Day 170	Contractor submits design development submittal (60%).
Day 185	Contractor receives Owner and Corporation review comments.
Day 200	Contractor submits design development submittal (100%).
Day 215	Contractor receives Owner and Corporation review comments.
Day 230	Contractor submits contract drawings and specifications for bidding.
Day 240	Bids are let.
Day 280	Bids received, contracts are signed, and construction begins.
Day 360- Day 450	Construction completed after commissioning and owner training are complete. Complete date will vary for each EMI.

M. FEES

The submitted costs should be broken down by Phase, and should be submitted in the format described below.

Please note: All engineering service contracts with SIFIC will be "Not To Exceed" contracts, including all expenses: **SIFIC will not provide reimbursement for expenses relating to completing these engineering services over and above the contractually-negotiated amount**.

M.1. Phase 1 - TEA

The TEA will be performed per the *2006 Iowa Technical Engineering Analysis Guidelines*, including life cycle cost analysis (LCCA) as required in the *2006 Iowa Technical Engineering Analysis Guidelines.* The fee shall encompass all items addressed in the scope of work section of this RFP, and shall be submitted in a "cost per square foot" format; please refer to **APPENDIX A** for square-footage information. The total cost per square foot fee **MUST** include all travel and other expenses incurred by your firm in the completion of Phase 1.

M.2. Phase 2 – Design, Specification, and Construction/Bid Documents

The fee for the preparation of all design drawings, and specification, construction, and bid documents shall encompass all items addressed in the scope of work section of this RFP, and shall be submitted in a "percent of construction costs" format; please refer to **APPENDIX A** for a listing of possible EMIs to be studied to determine the types of drawings and documents necessary. The total percent of construction costs fee **MUST** include all travel and other expenses incurred by your firm in the completion of Phase 2. The percent of construction costs shall be submitted in the following tabular format; the dollar amounts of construction costs listed in the table represent the total of all material and labor costs for all cost-effective and recommended EMIs, and is not intended to be a "per EMI" cost:

Construction Costs	Percent of Construction Costs Fee
<$250,000	
$250,000 – 500,000	
$500,001 – 1,000,000	
>$1,000,000	

M.3. Phase 3 – Construction Management

The fee for the construction management services (commissioning services to be provided by an independent, third-party commissioning agent) shall encompass all items addressed in the scope of work section of this RFP, and shall be submitted in a "percent of construction costs" format; please refer to **APPENDIX A** for a listing of possible EMIs to be studied to determine the level of construction management services necessary. The total percent of construction costs fee **MUST** include all travel and other expenses incurred by your firm in the completion of Phase 3. The percent of construction costs shall be submitted in the following tabular format; the dollar amounts of construction costs listed in the table represent the total of all material and labor costs for all cost-effective and recommended EMIs, and is not intended to be a "per EMI" cost:

Construction Costs	Percent of Construction Costs Fee
<$250,000	
$250,000 – 500,000	
$500,001 – 1,000,000	
>$1,000,000	

N. CERTIFICATION AND COMPLIANCE

Please Note: Qualified Firms Must Sign And Submit Certification With Proposal; Failure To Sign And Submit Certification Will Be Grounds For Rejection Of Proposal.

I certify that I have the authority to bind the Qualified Firm indicated below to the specific terms and conditions and technical specifications required in this RFP and offered in the Qualified Firm 's proposal.

I understand that by submitting this proposal the Qualified Firm indicated below agrees to the following:

The Qualified Firm will provide services which meet the requirements of this RFP.

The Qualified Firm will provide any additional terms offered by the Qualified Firm.

The Qualified Firm will provide the services at the prices quoted by the Qualified Firm in the proposal.

I certify that in making this proposal that the Qualified Firm has not consulted with others for the purpose of restricting competition.

I certify that the information contained in the proposal is true and accurately portrays all aspects of the Qualified Firm’s ability to provide the services described in the RFP. The Qualified Firm has not made any knowingly false statements in its proposal.

I am aware that any substantive misinformation or misrepresentation may disqualify the proposal from further consideration.

The Qualified Firm hereby certifies total compliance with all terms, conditions, and specifications of this RFP except as expressly stated below. Add a separate page if necessary.

RFP Item Number	Comments

Business Name: _____

Address: _____

_____

_____

Authorized Signature: _____

Printed Name: _____

Title: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Date: _____

APPENDIX A

The following information is a description of the IVH facility and a list of potential EMIs. The EMI list is not intended to be a comprehensive list. This information is meant to convey the potential size of the Project, as well as potential improvements presently being considered. It is intended that potential firms use this information to judge if they possess the necessary resources and experience to complete the Project.

IVH facility:

- Location: Marshalltown, Iowa.
- Size – Total Campus: 688,357 square feet.
- Number of Buildings: 47

Note: Although the IVH facility consists of 47 buildings, the TEA will not include every building. The information above is intended to provide qualified firms with a general idea of the size of the Project; the exact size of the Project will be identified during contract negotiations.

Potential EMIs to be studied:

A. Lighting upgrades throughout the facility (Note: replacement of T12/magnetic ballast systems with T8/electronic ballast systems has occurred in some of the buildings).
B. Upgrade, retrofit, and/or replace air-handling units and heat recovery systems as necessary throughout the facility, including new, high-efficiency motors, VFD's, controls, coils, etc.
C. Upgrade existing EMS, including replacement all pneumatic controls with DDC controls as necessary throughout the facility (VAV boxes, terminal steam heat, etc.).
D. Review and evaluate retrofits / expansion of the main chiller plant as necessary to meet the current and future cooling loads of the facility.
E. Review and evaluate retrofits / expansion of the main boiler plant as necessary to meet the current and future cooling loads of the facility.
F. Review/recommend need for new packaged energy recovery ventilators, humidifiers, condensing units, and DDC control as warranted.
G. Evaluate the installation of steam, electric, and/or chilled water metering at individual buildings, to be used in conjunction with demand limiting.
H. Review and evaluate retrofits/upgrades to the steam, condensate, chilled water, and domestic hot water distribution systems.
I. Review and evaluate renewable energy opportunities, including wind, solar, and biomass.
J. Perform compressed air system audits and recommend improvements to same.